

File No. 180982

Committee Item No. 17

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: November 7, 2018

Board of Supervisors Meeting:

Date: \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

#### OTHER

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| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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Prepared by: John Carroll

Date: November 2, 2018

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

1 [Settlement of Unlitigated Claim - Estate Research Associates - up to \$76,866.20]

2  
3 **Resolution approving the settlement of the unlitigated claim filed by Estate Research**  
4 **Associates against the City and County of San Francisco for up to \$76,866.20; the**  
5 **claim was filed on January 26, 2018; the claim involves economic damages allegedly**  
6 **arising from the failure to properly administer two estates.**

7  
8 WHEREAS, Estate Research Associates filed a claim on January 26, 2018, against the  
9 City and County of San Francisco; and

10 WHEREAS, The claim involves economic damages allegedly arising from the failure to  
11 properly administer two estates; and

12 WHEREAS, The Aging and Adult Services Commission voted to recommend proposed  
13 settlement up to \$90,000 at its June 20, 2018, meeting; and

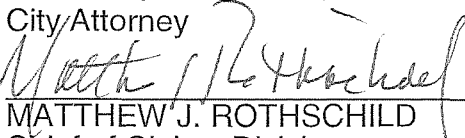
14 WHEREAS, The Department of Aging and Adult Services has since agreed to terms  
15 with Claimant that value the claim for one estate at \$39,991.97 and the other estate at  
16 \$36,874.23, and because the final amount is subject to approval by the Probate Court, the  
17 Department of Aging and Adult Services recommends settlement of the full claim by payment  
18 up to \$80,000; now, therefore, be it

19 RESOLVED, That pursuant to Administrative Code, Section 10.22, the Board of  
20 Supervisors hereby authorizes the City Attorney to settle and compromise the claim by  
21 payment up to \$80,000.

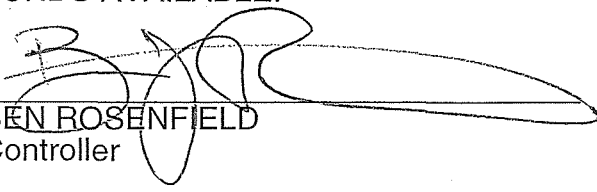
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APPROVED:

DENNIS J. HERRERA  
City Attorney

  
MATTHEW J. ROTHSCHILD  
Chief of Claims Division

FUNDS AVAILABLE:


  
BEN ROSENFELD  
Controller

RECOMMENDED:

Department of Aging & Adult Services

  
SHIREEN MCSPADDEN  
Executive Director

APPROVED:

  
BRIDGET BADASOW  
Secretary  
Aging & Adult Services Commission

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Date 10/10/18 File Number (if applicable) 180982

- Legislation for Introduction (NEW)   ▶▶▶ Legislative Clerk
- Legislation Pending in Committee (AMENDED)                                   ▶▶▶ Committee Clerk
- Legislation for Board Agenda (AMENDED)                                       ▶▶▶ Deputy Clerk

**Supervisor, Mayor, and Departmental Submittals**

**Grant Ordinance**

- Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature:** Department Head, Mayor or the Mayor's designee, plus the Controller
- Supporting documents:** 1 full set, and separate **pdf** copies of each in email
  - Cover letter (original)
  - Grant budget/application
  - Grant information form, including signed disability checklist
  - Letter of Intent or grant award letter from funding agency
  - Contract, Leases/Agreements (if applicable)
  - Ethics Form 126 *(if applicable)* in **Word** format
  - Other support documents *as identified in the cover letter and legislation*
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

**Ordinance**

- Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature:** City Attorney (For Settlement of Lawsuits - City Attorney, Department Head, Controller, Commission Secretary)
- Supporting documents:** 1 full set, and separate **pdf** copies of each in email
  - Cover letter (original)
  - Settlement Report/Agreement (for settlements)
  - Other support documents *as identified in the cover letter and legislation*
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

**Grant Resolution**

- Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature:** Department Head, Mayor or the Mayor's designee, plus the Controller
- Supporting documents:** 1 full set, and separate **pdf** copies of each in email
  - Cover letter (original)
  - Grant budget/application
  - Grant information form, including signed disability checklist
  - Letter of Intent or grant award letter from funding agency
  - Contract, Leases/Agreements (if applicable)
  - Ethics Form 126 *(if applicable)* in **Word** format
  - Other support documents *as identified in the cover letter and legislation*
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

**Resolution**

- Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature:** None (Note: Required for Settlement of Claims - City Attorney, Department Head, Controller, Commission Secretary)
- Supporting documents:** 1 full set, and separate **pdf** copies of each in email
  - Cover letter (original)
  - Settlement Report/Agreement (for settlements)
  - Other support documents *as identified in the cover letter and legislation*
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

RECEIVED  
 BOARD OF SUPERVISORS  
 SAN FRANCISCO  
 10 OCT 10 PM 1:40

Joy Perez 554-3869  
Name and Telephone Number

City Attorney  
Department